

Section 5.2.3 OPTIONS MENU**TKU Options****Notification Tab**

Purpose	This section provides the procedures to add/remove valid notifications (messages) for a specific TKU by using the Notification tab.
Tab	Notification
Reminders	<ol style="list-style-type: none">1. The Notification tab is accessed through the <u>O</u>ptions, <u>T</u>KU Options items on the Menu bar.2. The Notification tab contains two windows which display the Available Notifications and Selected Notifications. For each TKU, the agency may choose which notifications to send when specific actions are performed. For instance, the supervisor (or approver) will be notified when the timesheet has been submitted. The Selected Notifications window does not display any default notifications. Therefore, if an agency does not select this option, no notifications are generated to users. <i>A listing of valid notifications is listed at the end of this Section.</i>3. In order to generate a notification, agencies must have a MAPI (Microsoft Application Protocol Interface) compliant e-mail application. The notification process generates an e-mail message with relevant text to a recipient's Mail ID which is retrieved from the User ID table. The notifications generated depend on the options set-up by each agency.4. For instructions on how to select a TKU to be defined, <i>see Section 5.2 TKU Options, Overview and Selection.</i>
References	<i>No specific references</i>

Notification Tab

The following windows are displayed when the Notification tab is selected. The Available Notifications Window displays all notifications available in DCDS that may be defined for a TKU. The Selected Notifications Window displays valid notifications selected for a specific TKU. All notifications are listed in the table at the end of this section. The steps are described on the following page.

DCDS

File Edit Options Functions Params Reports Window Help

TKU Options

Selection Approval Paths Hours Types Notification TA Options

Department: 01 Executive Office
 Agency: 01 Office Of The Governor
 TKU: AL All TKUs







Available Notifications 1	Add/Rem	Selected Notifications 3
Description		Description
006	2	A Timesheet has been generated
A Modified Timesheet has been submitted	>>	Modified Equipment Usage has been submitted
A Modified Timesheet has been submitted for you		An Adjusted Equipment Usage has been submitted for :
Modified Equipment Usage has been submitted for you	<	
An Adjusted Timesheet has been submitted	4	
An Adjusted Timesheet has been submitted for you	<<	
An Adjusted Equipment Usage has been submitted		
A Payroll Refund Adjustment Voucher has been submit		
Your leave request has been Approved		
Your leave request has been Rejected		
An Adjusted Timesheet has been Rejected		

<... ...> New Delete Save Close

Ready 5

DCDS Input Procedures - Notification Tab

Follow the steps below to add/remove valid notifications for a TKU.

Step	Field Name	Action
Add Valid Notifications		
1	Available Notifications window	Highlight the notifications to be added to the TKU. Note: A listing of valid notifications is listed at the end of this section.
2		Click on the  (Add) button located between the Available Notifications window and the Selected Notifications window. This moves the highlighted notification to the Selected Notifications window. Use the  (Add All) button if all notifications are to be added to the TKU.
Remove Valid Notifications		
3	Selected Notifications window	Highlight the valid notifications to be removed from the TKU being defined.
4		Click on the  (Remove) button located between the Available Notifications window and the Selected Notifications window. This removes the valid notifications from the TKU being defined. If all valid notifications listed are to be removed, use the  (Remove All) button. This button moves all the notifications listed in the Selected Notifications window back to the Available Notifications window.
5	Save button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the changes made to the TKU and make them immediately available.

Data Collection Notifications

Event	Recipient	Message Subject	Message
Submit Leave Request	Approver	Leave request	001 - A leave request has been submitted by <i>{employee name}</i> .
Generate Timesheet (via TKU processing window or via Release process)	Approver	Generated timesheet	002 - A Timesheet has been generated for <i>{employee name}</i> by <i>{employee name}</i> .
	Employee	Generated timesheet	003 - A Timesheet has been generated for you by <i>{employee name}</i> .
Generate Zero Hours Timesheet	Approver	Zero hours timesheet	004 - A Zero Hours Timesheet has been generated for <i>{employee name}</i> by <i>{employee name}</i> .
	Employee	Zero hours timesheet	005 - A Zero Hours Timesheet has been generated for you by <i>{employee name}</i> .

Timesheet Modification Notifications

Event	Recipient	Message Subject	Message
Timesheet Modified	Approver	Timesheet Modified	007 - A Modified Timesheet has been submitted for {employee name} by {employee name}.
	Employee	Timesheet Modified	008 - A Modified Timesheet has been submitted for you by {employee name}.
Equipment Usage Modified	Approver	Equip Usage Modified	009 - Modified Equipment Usage has been submitted for {employee name} by {employee name}.
	Employee	Equip Usage Modified	010 - Modified Equipment Usage has been submitted for you by {employee name}.
Activity Modified	Approver	Activity Modified	028 - Modified Activity has been submitted for {employee name} by {employee name}.
	Employee	Activity Modified	029 - Modified Activity has been submitted for you by {employee name}.
Submit Adjusted Timesheet	Approver	Timesheet adjustment	011 - An Adjusted Timesheet has been submitted for {employee name} by {employee name}.
	Employee	Timesheet adjustment	012 - An Adjusted Timesheet has been submitted for you by {employee name}.

Adjustment Notifications

Event	Recipient	Message Subject	Message
Submit Adjusted Equipment Usage	Approver	Equip usage adj.	013 - An Adjusted Equipment Usage has been submitted for <i>{employee name}</i> by <i>{employee name}</i> .
	Employee	Equip usage adj.	014 - An Adjusted Equipment Usage has been submitted for you by <i>{employee name}</i> .
Approve Leave Request	Employee	LV/OT Rqst Approval	016 - Your leave request has been Approved by <i>{employee name}</i> .
Reject Leave Request	Employee	LV/OT Rqst Rejection	017 - Your leave request has been Rejected by <i>{employee name}</i> .
Reject Adjusted Timesheet	Originator of adjustment	Time Adj. Rejection	018 - An Adjusted Timesheet has been Rejected for <i>{employee name}</i> by <i>{employee name}</i> .
Reject Adjusted Equipment Usage	Originator of adjustment	Equip Adj. Rejection	019 - An Adjusted Equipment Usage has been Rejected for <i>{employee name}</i> by <i>{employee name}</i> .
Reject Earnings Rate Changes	Originator of adjustment	Earn Rate Rejection	020 - Earnings Rate Change request has been Rejected for <i>{employee name}</i> by <i>{employee name}</i> .
Reject Equipment Rate Changes	Originator of adjustment	Equip Rate Rejection	021 - Equipment Rate Change request has been Rejected for equipment number <i>{equipment number}</i> by <i>{employee name}</i> .

Approval Process Notifications

Event	Recipient	Message Subject	Message
Reject Labor Distribution Adjustment	Originator of adjustment	Labor Adj Rejection	024 - Labor Distribution Adjustment request Rejected Adj number: <i>{adjustment number}</i> by <i>{employee name}</i> .
Reject Equipment Distribution Adjustment	Originator of adjustment	Equip Adj Rejection	025 - Equipment Distribution Adjustment request Rejected Adj number: <i>{adjustment number}</i> by <i>{employee name}</i> .